



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5560.2
N20UA
25 JUN 2004

COMNAVREGSW INSTRUCTION 5560.2

Subj: CRITICAL AND ESSENTIAL (CE) PERSONNEL ACCESS GUIDANCE

Encl: (1) Sample of CNRSW Critical and Essential sticker

1. Purpose. To establish guidelines and policies regarding identification of critical and essential personnel as a means to help reduce base loading during emergency situations such as heightened Force Protection Conditions (FPCONS) or large scale disasters, either natural or man-made.

2. Background. Immediately after the terrorist attack of "9-11", our bases and facilities were placed at the highest alert posture of FPCON "DELTA." This immediate constriction of base access created significant challenges with traffic gridlock and impeding emergency response capabilities. This instruction directs the identification, by base commanders, of personnel who must report to work during FPCONS "CHARLIE" or "DELTA." It recommends all other commanders do the same for their units and staffs and provides a means to identify clearly those personnel who should gain rapid access to Navy Region Southwest bases and facilities in the event a higher FPCON is set.

3. Definitions. When directed, FPCONS "CHARLIE" and "DELTA" may restrict base access to CE personnel and to certain other categories of personnel, including on base housing residents, selected contractors, civilian employees and others. To help in identifying these personnel, the following definitions apply:

a. Critical and Essential personnel (CE): Individuals required to carry out the necessary functions of base and/or activities operations, which will ensure the safe and effective completion of the base's operational mission. These individuals include decision makers such as flag officers, deputy commanders, chiefs of staff, assistant chiefs of staff, commanding officers, executive officers, Command Master Chiefs (CMCs), directors and deputy directors of commands and activities. CE also include police, ambulance, fire, force protection, auxiliary security force, vital public works/utilities personnel, Emergency Operations Centers (EOC)

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personnel and family services personnel. Ideally, those designated CE should comprise no more than ten percent of the command. Commanders may expand the list to include key quality of life and ship/aircraft maintenance personnel to ensure continued critical base and fleet support functions are carried out. All concerned must consider, however, that FPCONs "CHARLIE" and "DELTA" mean that a terrorist act is either imminent (CHARLIE), or already has taken place within the geographic region (DELTA). During these conditions, base operations are not considered routine and command manning should reflect these considerations.

b. On base resident (BR): Military members and his/her family permanently residing in on-base housing are considered an on-base resident. Temporary guests (whether family member or not) are not considered BR in periods of restrictive base access (FPCON "CHARLIE" or "DELTA," when designated). BR individuals will be allowed base access per prescribed access inspections. Guests will not be considered BR and will not be allowed access unless accompanied by a base resident.

c. Ships Company (SC): Ship's Company personnel also include personnel assigned to afloat commands. Afloat commands are responsible for providing sample specific ship access cards or stickers to the respective base security officers to assist gate security personnel in identifying SC personnel. SC personnel must show their respective ship's access card or sticker in addition to the DoD common access card (CAC) or identification card (DD form 2N) for base access.

d. Aviation Squadrons (AS): Personnel assigned to an operational AS and required for meeting the squadron's mission, will be issued CE stickers. AS are responsible for providing access lists to base security for those individuals necessary to conduct flight operations, if so tasked by higher authority. AS or detachment personnel who embark in a ship are normally issued stickers by that ship. Either a CE sticker issued at the squadron Commanding Officer's discretion or a ship's company sticker is valid.

4. Responsibility

a. In order to develop pre-planned base access lists, base Commanding Officers will designate CE personnel within their

respective base staffs and require similar CE designations for all tenant commands. CE designation lists will be compiled and held within each local command and will have as a minimum name, position within command, work phone number, residence phone number and an alternate contact phone number. Copies of CE designation will be forwarded to the respective base security office. Tenant commands will be responsible for accuracy and completeness of their CE lists. Base Commanding Officers, with NRSW's Program Manager for Housing assistance, will develop and maintain a list of authorized on-base resident personnel. This list will also include all authorized members residing in family housing within the fence line of the base. Individuals residing in family housing off-base will not qualify for on-base residence status. The base housing manager shall maintain an up-to-date on-base residence data base listing.

b. Commanders of ship/aircraft repair activities are responsible to coordinate with individual base commanding officers to ensure that personnel required to complete vital ship/aircraft repairs, modifications, and outfitting are identified. The intent is to provide access to those individuals required to support the immediate operational requirements of the fleet commander.

c. The Navy Region Southwest Security Office, CNRSW N21, will procure and distribute uniform regional CE stickers, which will be placed on the CE individual's DoD common access card (CAC) or identification card. These stickers will be provided to individual base security offices for distribution to the base's Pass and Decal office and tenant commands for further distribution to those individuals identified as CE. It is understood that there is a difference between CE, on-base residence, and squadron individuals, but this sticker is intended to allow rapid identification of those authorized base access during heightened FPCONS. Distribution of the CE sticker is the responsibility of the individual base security organization and each tenant command. Although the base access sticker is not a controlled item, every effort should be made to ensure stickers are provided only to those in an authorized "CE" status.

5. Procedures. Personnel designated CE will be the only personnel authorized base access in privately owned vehicles in the event of FPCON "DELTA" or as directed by Commander, Navy Region Southwest.

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a. In the event of a catastrophic civil emergency or escalating to FPCON "CHARLIE" or "DELTA" restricts base access to only those designated CE, immediate notification should be carried out using base and tenant chains of command through all available means. This may include base marquees, public address systems, NIPRNET-SIPRNET email, phone-tree recall and public media, if available.

b. In the event of an emergent situation:

(1) During normal working hours, CE personnel are to remain at their respective places of work and remain on station until authorized to depart. Personnel without CE designation are to leave the work place/base and remain at their residence until specifically recalled to work/base.

(2) During non-working hours: Base SDO/CDO and watch personnel will begin phone notification using tenant command recall information previously provided. It is imperative that tenant commands aggressively conduct phone tree notification, as personnel without proper CE sticker identification will not be allowed base access. This could lead to unnecessary and disruptive delays at base access gates.

6. Action. This instruction is provided to assist plans for access lists and procedures in the event restrictive base access measures are implemented. Should these actions be implemented, CNRSW will review all access procedures within 48 hours of implementation to provide mid-course corrections to balance FPCON requirements with the need to conduct critical base operations.


J. L. BETANCOURT

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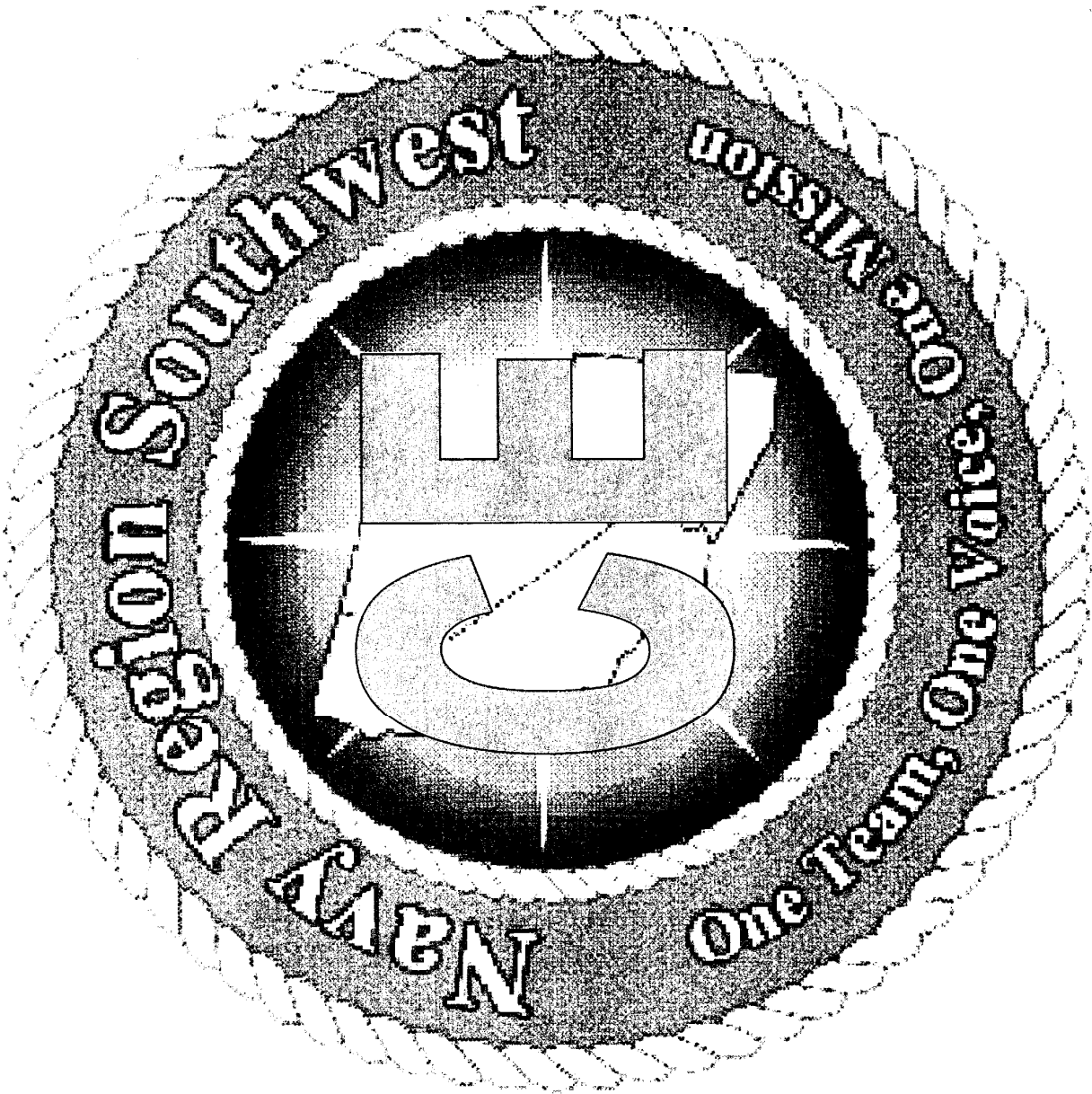
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Case 1, Lists I - Shore Activities under "Regional Coordination" of CNRSW

- II - Staff Offices
- III - Other Commands
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Sample CNRSW Critical and Essential Sticker



Enclosure (1)